

# BEXLEY HEALTH AND WELLBEING BOARD



## ORDERS OF REFERENCE AND OPERATING PRINCIPLES

The Bexley Health and Wellbeing Board (“the Board”) will carry out the roles and responsibilities as set out in the Health and Social Care Act 2012 underpinned by the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny Regulations 2013). The purpose of the Board, its primary objectives and operating principles are set out in this document.

### Statement of Purpose

Working together as partners, senior representatives of key organisations comprising the Board will:

- Discharge the statutory duties laid out under the Health and Social Care Act 2012, which include the development of a Joint Health and Wellbeing Strategy (JHWBS), a Joint Strategic Needs Assessment (JSNA), and a Pharmaceutical Needs Assessment (PNA).
- Provide place-based system leadership and exert strategic influence over commissioning decisions and planning across health, public health and social care.
- Have strategic oversight of the Local Care Partnership (LCP) and to help shape the future development of Bexley’s local version of an integrated care system.
- Be the accountable body for the Better Care Fund and integration work being undertaken under the section 75 agreement between the London Borough of Bexley (LBB) and the NHS Bexley CCG (CCG).
- Be accountable and responsible for better outcomes for people's health and wellbeing in Bexley by facilitating collaboration and promoting integrated commissioning to support the delivery of cost-effective services.

### Strategic leadership

The Board will set out the key priorities for improving health and wellbeing for Bexley residents in the JHWBS, ensuring that partners commission services to enable this to

happen, and further ensure that there is system coherence for population health outcomes.

The Board will have strategic influence over commissioning decisions and planning across health, public health and social care, ensuring that all partners' commissioning plans are supported by the JSNA.

The Board will measure the progress of partners against the priorities outlined in the JHWBS and facilitate robust discussions in relation to these.

## **Membership**

Section 194 of the Health and Social Act 2012 sets out the (minimum) requirements for membership, and the Board has extended this requirement so that members shall comprise:

### Voting members

- Leader of the Council, London Borough of Bexley
- Chair, NHS Bexley Clinical Commissioning Group
- Chief Executive, London Borough of Bexley
- SE London (OHSEL) STP Lead and Accountable Officer for Bexley, Bromley, Greenwich, Lewisham and Southwark CCG's
- Managing Director, NHS Bexley Clinical Commissioning Group
- Head of Special Educational Needs and Disability, London Borough of Bexley
- Director of Adult Social Care and Health, London Borough of Bexley
- Director of Children's Services, London Borough of Bexley
- Director of Public Health, London Borough of Bexley
- Director of Integrated Commissioning, NHS Bexley Clinical Commissioning Group
- Head of Strategy, Performance and Insight, London Borough of Bexley
- Chief Executive, Bexley Voluntary Service Council
- Advisory Board Chair, Healthwatch Bexley
- Chairman, Bexley Safeguarding Adults Board
- Chair of the NHS Bexley CCG Quality and Safety Sub-Committee, representing GPs
- Cabinet Member for Adults' Services, London Borough of Bexley

Substitute voting Member:

- Cabinet Member for Children's Services, London Borough of Bexley

### Non-voting members

- Chief Operating Officer, GP Federation – Bexley Health Neighbourhood Care

- Representative for Lewisham and Greenwich NHS Trust (for Queen Elizabeth Hospital)
- Representative for Dartford and Gravesham NHS Trust (for Darent Valley Hospital)
- Representative for Oxleas NHS Foundation Trust
- Representative for Strategic Alliance Local Providers
- Representative for Social Care Providers

The Leader of the London Borough of Bexley shall be the Chairman of the Board, and the Chair of the NHS Bexley Clinical Commissioning Group shall be the Vice-Chairman.

In the event that any member is unable to attend a meeting they may nominate a substitute to represent them / their organisation.

#### Supplementary attendance

Dependent upon the Board priority being addressed by the Board, it may invite non-voting guests to its meetings.

Certain partners attending more frequently will be designated as non-voting “attending members” of the Board. In this regard, an arrangement is in place whereby NHS England can attend a Board meeting for an item of interest.

#### **Voting**

Any matter shall be decided by a simple majority of those members with voting rights who are present in the room and voting at the time the question is put. Voting shall be by a show of hands or, if there is no dissent, by the affirmation of the meeting.

In the case of an equality of votes, the person presiding at the meeting will have a second or casting vote.

At any meeting where a member with voting rights requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

#### **Quorum**

The quorum of a meeting of the Board shall be at least one third of the whole number of voting members. No business shall be transacted if there is not a quorum.

The quorum of any subordinate body of the Board shall be at least one quarter of the whole number of members, provided that in no case shall the quorum be less than two members.

## **Admission of the Press and Public**

The press and public shall have a right of admission to all meetings of the Board. However, the press and public shall withdraw from the meeting during consideration of any item where confidential or exempt information would be disclosed as set out in the Local Government Act 1972 or other legislation applicable at the time. A motion shall be moved at any time to exclude the press and public in such circumstances.

## **Meetings**

For each local authority Municipal Year, the London Borough of Bexley shall agree a Calendar of Meetings which will include the date and time of meetings of the Board.

The Board shall hold up to four meetings each Municipal Year, normally on a quarterly basis.

Additional meetings may be arranged with the agreement of the Chairman.

Wider public participation events may be considered, particularly where the Board agree that views on specific issues or proposals are required

## **Variation / Cancellation of Meetings**

The Board Chairman may, provided notice is given no later than seven clear working days before the scheduled date of the meeting:

- (i) vary the date and / or time of a meeting; or
- (ii) cancel the meeting if in her / his view there is insufficient business or other exceptional circumstances exist at the time.

In the case of a meeting called on the grounds of urgency, the Chairman shall not vary the date and / or time or cancel the meeting.

## **Special Meetings**

The Chairman may call a Special Meeting at any time.

A Special Meeting of the Board may also be called at the request of at least seven members, provided that the request is made in writing to the Head of Committee Services and Scrutiny and states the specific purpose for which the meeting is required.

## **Delegations**

In accordance with Sections 3 and 4 of the Regulations which modify section 101 and 102 of the Local Government Act 1972 the Board may delegate its functions to a Sub-Committee or an officer of the London Borough of Bexley if the Board considers it appropriate. In addition Sub-Committee functions may also be delegated to an officer of the London Borough of Bexley as appropriate.

## **Decision making**

The Board will make recommendations for the strategic planning of health and care services and the formulation of policy. Formal decisions will be taken through the relevant and most appropriate formal decision-making process of each partner.

## **Access arrangements**

Access to information relating to the meeting and public attendance at meetings shall be as follows:

- (i) Agendas and associated papers for the Board shall be published at least five clear working days before the meeting. Documents shall be available on the London Borough of Bexley website and in main Libraries in the Borough.
- (ii) Meetings of the Board shall be held in public at suitable venues in the Borough. It should be noted that meetings are held in public but are not public meetings.
- (iii) Provision will be made to address public questions through the operation of dedicated public question time of at least 10 minutes, and no more than 15 minutes. Questions will be required to be submitted in writing in advance, in accordance with an agreed timetable, as set out in each meeting agenda.

April 2019